

Government Documents Collection Maintenance and Preservation Policy

Tennessee State University Brown-Daniel library government documents' serials are preserved through an ongoing binding schedule of 1-2 times per year. Multimedia items such as CDs, DVDs, videos, etc. are kept in file cabinets for media. Microfiche are kept in a microfiche file cabinet. Loose leaf and pamphlets are kept in file boxes at the end of each sudoc agency range on the shelves. Replacement pages are inserted as needed. Superseded items are discarded after receipt of newer editions.

Since the collection is small (around 37%) and more online items are selected, space is no longer a problem and weeding has not been routinely performed. When there is a need to weed items, the government documents librarian will notify the regional librarian to obtain permission and follow the guidelines for making the items available to other Tennessee depositories before offering them to the national government documents community.

The government documents collection is promoted in various ways.

1. Through promotional materials that are made available from the FDLP. The depository logo is properly placed on the front glass at the entrance to the library. Promotional flyers and handouts are displayed in clear file display boxes and are placed on the reference and government documents counters. New documents are also displayed on the counters and promotional posters are posted around the government documents collection. A select few current periodicals are placed in periodical display stands. There are two bulletin boards in the area that are routinely changed.
2. Through Bibliographic Instruction – taught by the government documents librarian through request made from the university professors, and are covered through all the English 1010 orientation classes where a Pre/Posttest is given with an area on government documents, taught by all the reference librarians.
3. Through the government documents web page, and libguides entitled, Guide to Government Documents and Guide to Governments for Teens & Kids.

Disaster Recovery procedures can be found in our Emergency Disaster Plan by clicking on the following link:

[Tennessee State University Emergency Response Manual](#)